



## Person Specification

**Job Title:** Learning Manager

| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post          | ✓                |                  |
| English and Maths GCSE at Grade C or higher   | ✓                |                  |
|   |                  |                  |
| <b>Experience</b>   |                  |                  |
| Experience of working in a school environment   | ✓                |                  |
| Experience and knowledge of issues affecting students and young people and how to offer supportive assistance     | ✓                |                  |
| Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support | ✓                |                  |
| Experience of the Common Assessment Framework and its use to support families and students                        |                  | ✓                |
|   |                  |                  |
| <b>Skills</b>   |                  |                  |
| Excellent communication and listening skills  | ✓                |                  |
| Ability to respect and maintain confidentiality   | ✓                |                  |
| Working knowledge of standard computer packages (word processing, email and spreadsheets)                         | ✓                |                  |
| Good time management and organisation skills  | ✓                |                  |
| Ability to work with students and have a real interest in the issues faced by this age group                      | ✓                |                  |
|   |                  |                  |
| <b>Other</b>  |                  |                  |
| Satisfactory DBS check  | ✓                |                  |
| Assessed and advised by Occupational Health   | ✓                |                  |